



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF POSTSECONDARY EDUCATION

Dear Chief Executive Officer:

Recently, the Assistant Secretary of the Office of Postsecondary Education sent you a letter describing this year's collection of the gender equity in athletics statistics as required by Section 485 (g) of the Higher Education Act. **If your institution is co-educational and has an intercollegiate athletic program, this Act requires your institution to provide this information as a condition of your continued participation in the Federal student financial aid programs. If, however, your institution does not meet all three of these conditions, you do not need to respond to this request.** I am writing to provide you with specific information that your institution needs to participate in this important data collection.

The EADA Survey will be administered through an Internet-based system that can be accessed only by a designated member of your staff. **We strongly urge you to appoint someone who is familiar with athletic participation, staffing, revenues and expenses to serve in this capacity as the coordinator and to forward the enclosed materials and instructions to that person.** The coordinator may enlist the aid of other staff members to complete the survey. However, all communications for this survey will go to the coordinator and that person will be responsible for your institution's data submission and for locking the data during the September 5 to October 30 collection period.

We urge your prompt attention to the appointment of your coordinator. To ensure the timeliness of this survey, we will contact you again if your coordinator does not register promptly. If you need any additional information or have any questions, please contact the survey help desk by phone at 1-888-233-5421 or by email at eadahelp@westat.com.

Thank you in advance for your assistance in this important project.

Sincerely,

David A. Bergeron

Chief

Policy and Budget Development Unit
Policy, Budget, and Analysis Staff